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Paula J. Hammond, Chair
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Louise Bray
*Governor's Transportation
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Michael Harbour
*Representing the Washington
State Transit Association*

Theresa Hekel
*Washington Association
of Pupil Attendance*

Marilyn Mason-Plunkett
CTA-NW

Doug Porter
*Medical Services
Administration of DSHS*

Marcia Riggers
*Office of Superintendent of
Public Instruction*

Bernice Robinson
Consumer Representative

Legislative Members:

Representative Fred Jarrett
Representative Mark Miloscia
Representative Alex Wood

Agency Council on Coordinated Transportation (ACCT)

Friday, August 5, 2005

9:30 a.m. to 12:00 p.m.

WSDOT Large Commission Board Room (1D2)
Olympia, WA

Meeting Summary

Attendance

Council Members

Paula Hammond, WSDOT
Allan Jones, OSPI
Bernice Robinson, Citizen Representative
Michael Harbour, WSTA
Marilyn Mason-Plunkett, CTA-NW
Theresa Hekel, WAPT
Doug Porter, DSHS

WSDOT Staff

Robin Phillips, ACCT Administrator
Don Chartock
Kathy Johnston
Brian Lagerberg
Marcy Jaffe
McKenzie Pifer

Welcome and Introductions – Paula Hammond

Ms. Hammond, WSDOT Chief of Staff, opened the meeting by introducing herself. The council and audience then introduced themselves.

Approval of the Meeting Notes – Paula Hammond

Ms. Hammond directed the council to the meeting summary, and then asked if there were any comments or questions. Marilyn Mason-Plunkett motioned the approval of the summary and a council member seconded. The summary was approved.

Budget update and staff announcements – Robin Phillips

Ms. Hammond asked if any official changes to the council had been announced. Ms. Phillips explained that since the resignation of Glenn Hallman, no one has been appointed to the position he held of Consumer Representative. An application has been received from Margaret Casey for the position, and now is awaiting response from the Governor's Office. The Governor's Office announced that an official appointment would be made by the October meeting. Ms. Hammond stated that anyone interested in the position should submit a letter of interest to Don Chartock of WSDOT.

Ms. Phillips directed the council to the budget report, which was the white insert in the notebooks. Both a workplan and budget have not been completed for this biennium, so the budget report handout in the notebooks is rather empty. The totals for different sections can be viewed on the budget report from the previous ACCT meeting since they have not been added to the current budget. As a council, an agreement needs to be made on what the priorities are, and what activities the council should engage in and allocate resources to.

Ms. Phillips explained that at this point, what has been entered into the report are only the things that have had allocated funds provided to them. ACCT received funding from the state in the amount of \$381,000. \$109,000 of that total has been allocated towards salaries for ACCT staff, which comes through the state budget for Public Transportation. This leaves \$272,000 of funding left to allocate. Ms. Phillips would like to see a workplan developed.

Ms. Phillips then directed the council to the orange sheet in the notebook, which was the allocation of funding from the federal government. It is unknown how the amount shown will be split up between the various programs. The allocation provided to Washington increased by 47%, so allocation received for all of the programs is 147% of what was received last year. There is a new allocation for Transit Intensive Small Cities, including Olympia, Tri-cities, Whatcom and Kitsap, who are eligible to receive this funding. It is unknown how all of the new Federal funding will be allocated out, however it's about \$200 million all together more than Washington received last year.

At this point with the budget, work within the council is needed to identify where the priorities are to provide resources, councils and staff time. There is a relationship between WSDOT and CTAA, which is the National Community Transportation Association of America, and last biennium CTAA allocated \$150,000 of federal resources to Washington. ACCT matched that amount, which provided funding for technical assistance work, including intercity planning and system development planning.

Ms. Mason-Plunkett stated that when she had spoke with Dale Marsico, President of CTAA, he announced that they anticipated not only allocating the same resources, but also increasing the amount provided. CTAA is just awaiting the passage of the final bill authorization.

Identify and Address Barriers

Vanpooling as a mobility strategy – Kathy Johnston

Ms. Phillips introduced the topic by explaining that over the past year, there has been discussion on the WTP (Washington Transportation Plan) and the changes in Washington State's demographics. Transportation providers and program managers are exploring the different ways to support efficient, cost-effective transportation systems that meet the needs of all customers, and allows people to age in place and maintain a quality of life. One of the areas Washington is on the cutting edge is vanpooling.

Ms. Johnston currently manages the statewide vanpool program at WSDOT. In 2003, the state legislature developed a ten-year transportation plan, and they dedicated \$30 million to establishing vanpooling statewide. WSDOT's vanpool investment program is being expanded within the ten-year transportation plan. \$4 million in funding was available for the 03'-05' biennium, and \$5 million in funding is now available for the 05'-7' biennium. When the legislature developed this plan, their intent was to expand vanpooling, and the funding provided would be used to add vanpools and to provide incentives for employers to increase employee vanpool use.

What is the program framework? A statewide vanpool team was established, and it consists of vanpool operators throughout the state. There are biennial and ten-year goals, which are discussed at the meetings held every other month. The biennial goals are to expand service by 10% per year, and the ultimate goal is to double vanpooling in Washington State. The plan developed is to coordinate investments, because funding can only be used for capital and for incentives. There are many other needs beyond capital for vanpools, and they vary throughout the state.

For the 03'-05' biennium, the program purchased 170 vehicles for ten transit agencies in the state. Formation of five vanpool programs was started during the last biennium, including Mason Transit, Columbia County Transportation, Grant Transit, Yakima Transit, and Grays Harbor Transportation. Another section of the program was to improve employee access by expanding RideShareOnline statewide, which is an internet-commuter match program. A van brokerage program was developed, as well as launching a peer review and mentoring program.

Ms. Johnston conducted a visual presentation, which included a vanpool trend chart that showed the expansion of vanpooling once the investment program began. The biennial goal of 10% expansion was met and exceeded $\frac{3}{4}$ into the 03'-05' biennium. There was a 12% increase in operating vehicles, and a 16% increase in daily vanpool riders. Ms. Johnston stated that there was a need for marketing within the program, and it was decided that the program needed to leverage its' funds. Shared messaging was developed along with shared media materials, and Pierce Transit stepped up to develop the "education strategy" and devoted \$100,000 worth of staff time to developing the creative elements of the campaign.

The presentation showed how vanpooling in rural areas is an efficient way to meet rural transportation needs, and is an economic development tool. Vanpooling not only has community support, but Board support as well in many smaller areas. The customers want to take part in vanpooling, and it is more efficient than putting a bus out. Vanpooling also helps with access to employment.

Ms. Hammond asked if there was any way to track the connection between businesses going to a location and the use of the vanpool program. Ms. Johnston explained that it depends on if the business is CTR affected or not. The operators let them know of the ridership, and actually work very intensely with companies in trying to establish vanpooling. Employment site changes are definitely an issue for vanpooling.

Theresa Hekel asked if the vanpooling program is tied in with the commute trip reduction program. Ms. Johnston explained that the local operators are very well connected with the businesses, even the ones who do not have the infrastructure through CTR. CTR helps with vanpooling, and a number of agencies actually subsidize vanpools. Vanpooling is great for major sites such as Boeing that has shift work and night work. CTR helps with the infrastructure of vanpooling, as well as park-and-ride lots and HOV lanes.

Mike Harbour pointed out that Washington State has 40% of the active vanpools in the country, and 103 active vanpools are from Intercity Transit.

Community Vans, METRO – Don Okazaki

Mr. Okazaki explained that the Metro Community Partnership Program (CPP) expands transportation options for people with disabilities and senior citizens by developing partnerships with community agencies in the region. Metro has programs that provide vehicles and operating expenses to assist agencies in setting up their own transportation programs. Agencies benefit from these programs because they can customize their transportation program to meet their clients needs. One of Metro's program goals is to compliment ADA Paratransit service by filling gaps in service. Another goal is to provide effective and less expensive alternative transportation options to people with special needs. For King County, the mainstream bus is the most efficient and available way to get transportation. Some CPP products include the taxi scrip. These are like taxi coupons, which are 50% off and targeted toward seniors, people with disabilities, and people who are on a limited income. Promotions are done for the free bus travel training that Metro offers, and packets are sent out to people that include bus tickets and information on how to schedule free travel training.

There are two main programs, which are the Advantage Van Program and the Special Use Van Program. These programs use under-utilized county resources, and leverage them so that transportation for people with special needs can be increased. The main program is the Advantage Van Program, which is for non-profit agencies that serve seniors and people with disabilities. This program uses the body on chassis of Paratransit vans that have been retired at 180,000 miles, when their life span is 280,000 miles. Van maintenance and driver training is also included. The agency requirements demand that a van service be open to the public, provide drivers and insurance, and provide fifty one-way trips per month for ADA Paratransit eligible customers. There is a service where if more than 100 one-way trips are provided per month, the county may provide \$10,000 in operating funds annually. This funding is used to pay for gas, insurance, and administrative staff time, and cannot be used for the driver's salaries.

The other program is the Special Use Van Program, which is for non-profit agencies that transport seniors and people with disabilities to work or training. This program is almost 100% grant funded through Federal Job Access and Reverse Commute grants and WSDOT Paratransit funds that Metro receives. These funds can be used to pay for a regular vanpool, however most vanpool vehicles don't have lifts and they must have a commuter function. Metro provides the vanpool vehicle, and includes maintenance, gas, and comprehensive and collision insurance. The agency also has a requirement that the person with a disability use the van at least once a week for a commute trip, and the van has to be for commuter function primarily.

The benefits to agencies from both programs include flexible schedules, and the vehicles can be used for errands, field trips, or weekend service. A consistent transportation environment can be created, which is key for agencies that serve persons with development disabilities. With these programs, agencies can transport riders that aren't eligible for ADA, and riders outside of the ADA service area as well.

Village Vans, Intercity Transit – Ann Bridges

Ms. Phillips introduced Ann Bridges from Intercity Transit, and explained that she works with the Village Van Program. The Village Van Program is another aspect of vanpooling and job access strategy for getting people to employment and providing on the job training for drivers.

Ms. Bridges explained that the inception of the program was developed in 1996, by a group of over forty human service providers, who gathered to identify gaps in transportation in Thurston County. Intercity Transit then stepped up, applied for grants, and implemented the program in 2002, which is when services began. The conception of the idea began with offering free on-demand transportation for job seekers that were lower income status. This program has a very low cost, and it has a very high impact. Funding for this program initially came from DSHS through the Workfirst Transportation Initiative, and also through the FTA Job Access Reverse Commute Program (JARC). At this point, the program is solely funded through JARC. Initially, it was expected that volunteer drivers would be used for this service, but we soon realized that expectation wasn't realistic. From the beginning of the program, Intercity Transit has participated in the Workfirst Local Area Planning group, and collaborated with the group, it was decided that Workfirst participants through their community jobs program would fill the driving positions. This gave participants current work experience, and increased job skills training.

Funding for the community jobs program then reduced greatly a couple of years ago, and that is when the idea and discussion for becoming a customized job skills training course occurred. After many discussions regarding the feasibility of doing this, South Puget Sound Community College adopted Village Vans as a customized job skills training program. This program has been very successful, and although the participant level hasn't been high, every participant of the program has found full employment during the course that was better than minimum wage.

The program's challenges have to do with driving and funding. The program is not able to get the number of referrals to the training course that was expected. The amount of in-kind match that the program receives equals the requirement of the programs JARC funding. There is a substantial amount of funding left, so the service should be able to be provided for at least a few more years.

Focus on Results

ACCT Workplan – Robin Phillips

Ms. Phillips directed the council to the Workplan worksheet, which was the yellow handout in the notebooks. ACCT has been struggling with how performance measures are done and how the value of what ACCT does can be measured. Since the last meeting, Ms. Phillips traveled to Washington DC, to the United We Ride Panel, where there were forty others from around the country who were struggling with the same questions. No specific answer was provided, but a real discussion about the various ways to look at the value of what this program does occurred. The proposal of the workplan is to look at the framework developed by United We Ride, which roughly corresponds to the areas that ACCT has been looking at for strategic goals in efficiency, effectiveness, coordination and accountability, and then do an updated assessment of the current program activities. Ms. Phillips stated that she would like to meet with PACT, do an update of the framework, and then gather in potential program activities. After a rough prioritization of the activities is finished through PACT, the council should then come together and do direct prioritization on how staff time and resources should be allocated. Once this is done, a council sub-committee could come together to actually go through the prioritizations and finalize them for the workplan.

Ms. Mason-Plunkett suggested an all-day retreat to work on the workplan. It was then agreed on by the council that an all-day meeting should be used to collaborate on this. Ms. Hammond suggested that a time should be scheduled for the council to meet and set some principles and guidelines before PACT is asked to take part. It was then suggested that the October 7, 2005, ACCT meeting be used for the council to meet on this. Everyone agreed.

Increase Advocacy

Cabulance Implementation – Don Chartock

Mr. Chartock directed the council to the blue sheet in the notebooks, which was the Cabulance Update. There have been two separate cabulance issues being discussed, which are prone position transportation and local regulations of cabulance. The City of Tacoma and the City of Seattle are each looking to introduce separate regulations that don't provide for reciprocity between the two cities and may be conflicting. ACCT has showed interest in the past to work with them to make sure that those things don't happen. When the council last met, there was much concern that the City of Seattle was going to implement their local regulation. DSHS and other concerned people expressed their concern to the City of Seattle over the way that they were moving forward in regulating cabulance providers. City of Seattle has now announced the postponement of the implementation of those regulations. There is now an opportunity to ask the City of Seattle and the City of Tacoma to come work with the workgroup that is being formed to come up with a proposal to address standards on a statewide basis.

The legislature passed HB1237, the Stretcher Bill, which allows people who have to travel in a lying down position to utilize vehicles other than ambulances. This bill was effective as of July 24, 2005. ACCT has met with transportation providers and state agencies to discuss the implementation of this new law, and the current issue is whether the transportation community has an interest in making sure the new service is delivered in a safe, efficient manner. DSHS announced that they will be hosting meetings among the interested state agencies, and WSDOT will conduct a roundtable discussion at the public transportation conference in August. The roundtable discussion will include both state agencies and transportation providers.

Other Business – Council Members or audience

The council agreed that there was no other business to discuss.

Next Meeting –

Where: Washington State Department of Transportation
310 Maple Park Ave SE
Olympia WA
When: Friday, October 7, 2005
Time: 9:30 am – 12:00 pm